

Building a Joint High Density Remote Storage Facility: A Public and Private Collaboration





Background Information

- Discussions and information gathering between the library leaders 2010-2012
 - 17% overlap between collections
 - Shared information and best practices – merged service desks
 - » Co-presented at 2011 ACRL conference
- Looked at ReCAP (Research Collections & Preservation Consortium –Princeton, Columbia, NYPL) and 2CUL (Columbia and Cornell)
- GT & Emory Library Service Center (LSC) began to take shape

Institutional Profiles



Emory

Private Institution
Liberal Arts, Medicine,
Professional Schools
Independent

Georgia Tech

Public Research Institution
Science & Technology Focus
Main & Architecture Libraries
Member of Univ. System of GA
State Library Consortium

Current collaborations/programs

- BME - Biomedical Engineering
- Biomedical Imaging Technology Center
- Biomedical Nanotechnology
- Regenerative Medicine
- TI:GER Program (partnership with the Law School)
- Predictive Health Institute
- Atlanta Clinical & Translational Science Institute
- High speed computing

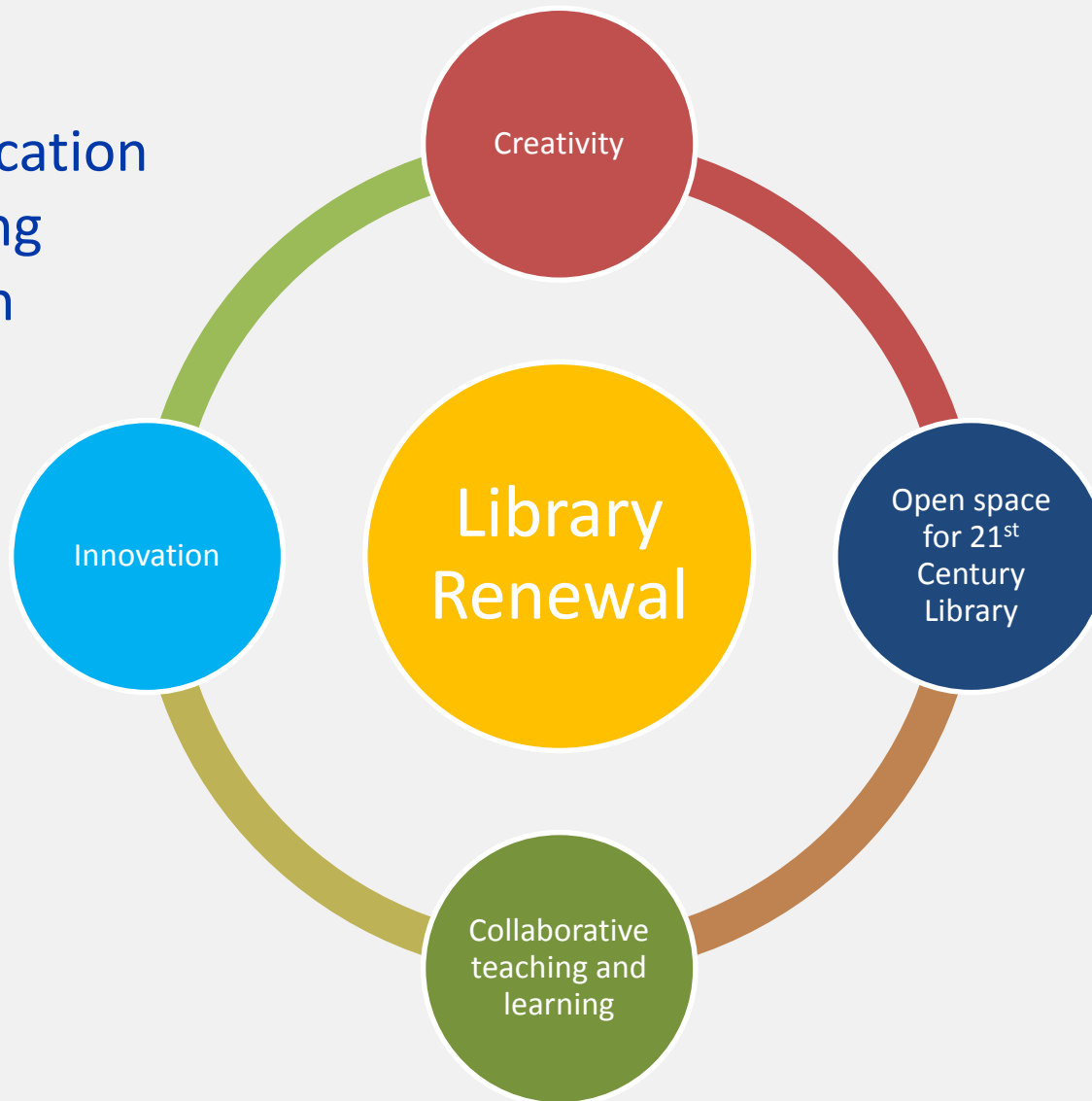


Other Library Collaborations and Memberships

- GETS (Reciprocal borrowing between University of Georgia, Emorey, Tech, & Georgia State)
- ASERL (Association of Southeastern Research Libraries)
- ARCHE (Atlanta Regional Council on Higher Education)
- GOLD (Georgia Online Database)
- GALILEO (GeorgiA Library LEarning One)



GT justification
for moving
collection



Emory – Critical need for storage

- Collection growth 5,000 lf/yr
- Current storage aging and at capacity
- Campus collections at capacity
- Continued growth of special collections
- Opportunity to reconsider library spaces on campus



Emory – Current environment



LSC Project: High Level Process

Vision &
Objective

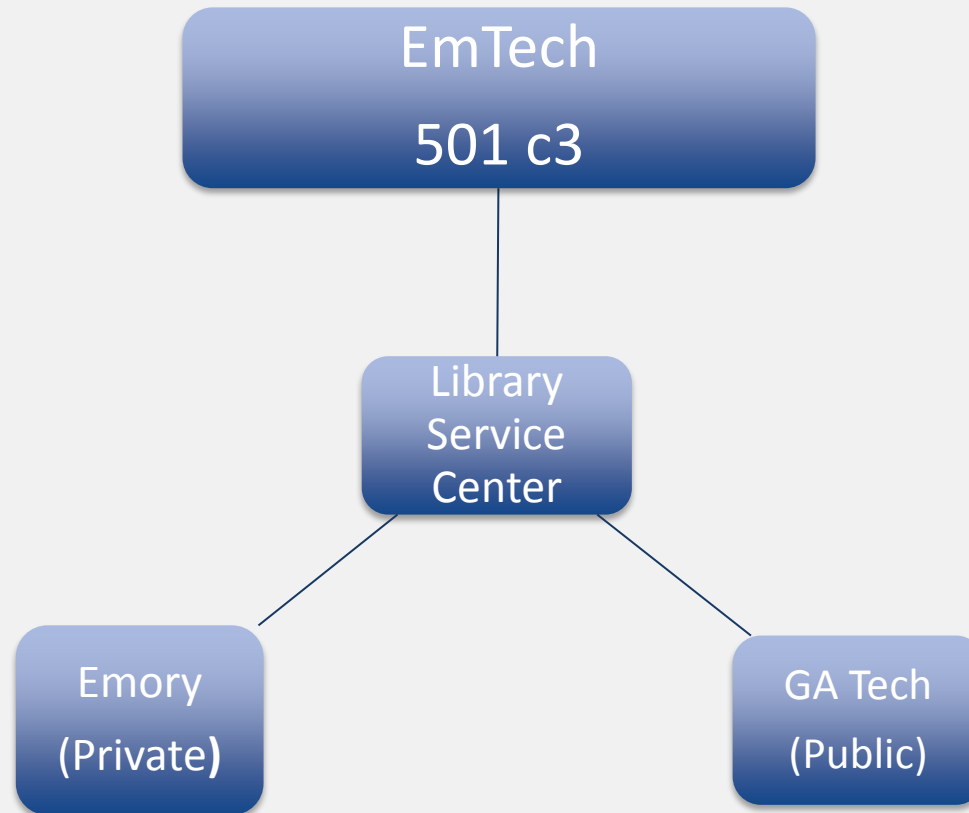
Charter

MOU

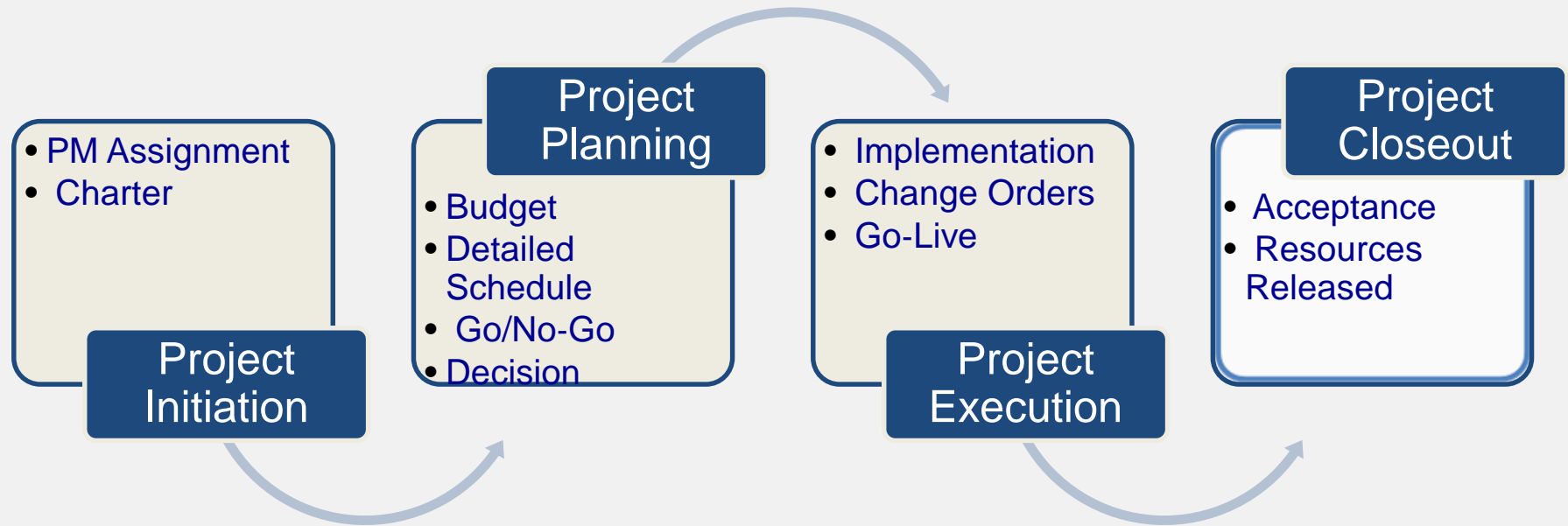
Services Contract

Assumptions &
Key success
Criteria

LSC: Organization



LSC Project Life Cycle



Project Manager & PMI Standards and Guidelines

Policy Development and Approval Cycle





Collaborative Working Groups

- Collection Preparation and Shared Collections: Retrospective
- Logistics & Planograph
- Operations and Management & Services
- Communications / Public Relations
- Systems & Inventory Control
- Facilities Planning, Design & Construction
- Shared Collections: Prospective

Project Management - Documentation

- Circulation
- Interlibrary services
- Physical and electronic delivery
- Materials ownership
- Deduplication/Best Copy
- Communications
- Logos/Branding
- Preservation
- Planograph
- Shared Collection (MOU)



Library Service Center Policy Documentation

POLICY DECISION DOCUMENT - CIRCULATION SERVICES

Project Name: Library Service Center	Project Number: PRJ000435	Prepared by: Stella Richardson, Karen Glover, Amy Boucher	Date: 5/21/2015
Customer: Emory University and Georgia Institute of Technology Libraries	Business Unit: LITS and GaTech Library	Contact Name: Catherine Murray- Rust/Yolanda Cooper	Project Type: <input type="checkbox"/> Mini <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Complex

INTRODUCTION | This document provides Circulation services policies to be used by all LSC staff

POLICY

- Policies apply to Emory and Georgia Tech materials housed at the LSC.
- LSC staff will provide general circulation services to Emory and Georgia Tech authorized users (students, faculty, staff, and others as approved by officials from respective institutions).
- Walk up service will be provided to authorized users.
- Reading room use will be managed and monitored by LSC staff.
- Loan periods may be set up by item type and collection.
- Standard loan periods are determined by patron category but should be consistent between libraries for standard circulating items.
- Non-circulating items will be used in the LSC reading room or sent to the owning library for in-house use.
- Each institution may only override circulation policies for their own materials and patrons.

Execution - Policy Deliverable v1.0

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PLANOGRAPH

Records Carton /
Documents Case
25 Shelves
10 1/4" Clearance
Oversized Shelves to
64 1/2 inches

Records Carton /
Documents Case
26 Shelves
10 1/4" Clearance
15 Flat File Shelves
11 1/4" Clearance

Records Carton /
Documents Case
30 Shelves
10 1/4" Clearance

Microfilm
Stacked 2-high in
Gaylord WW-52081
boxes
8 1/4" Clearance

Alt Microfilm
2 cabinets

Microfiche
51 Shelves
5 1/4" Clearance

Size A-Low
39 Shelves
7 1/4" Clearance

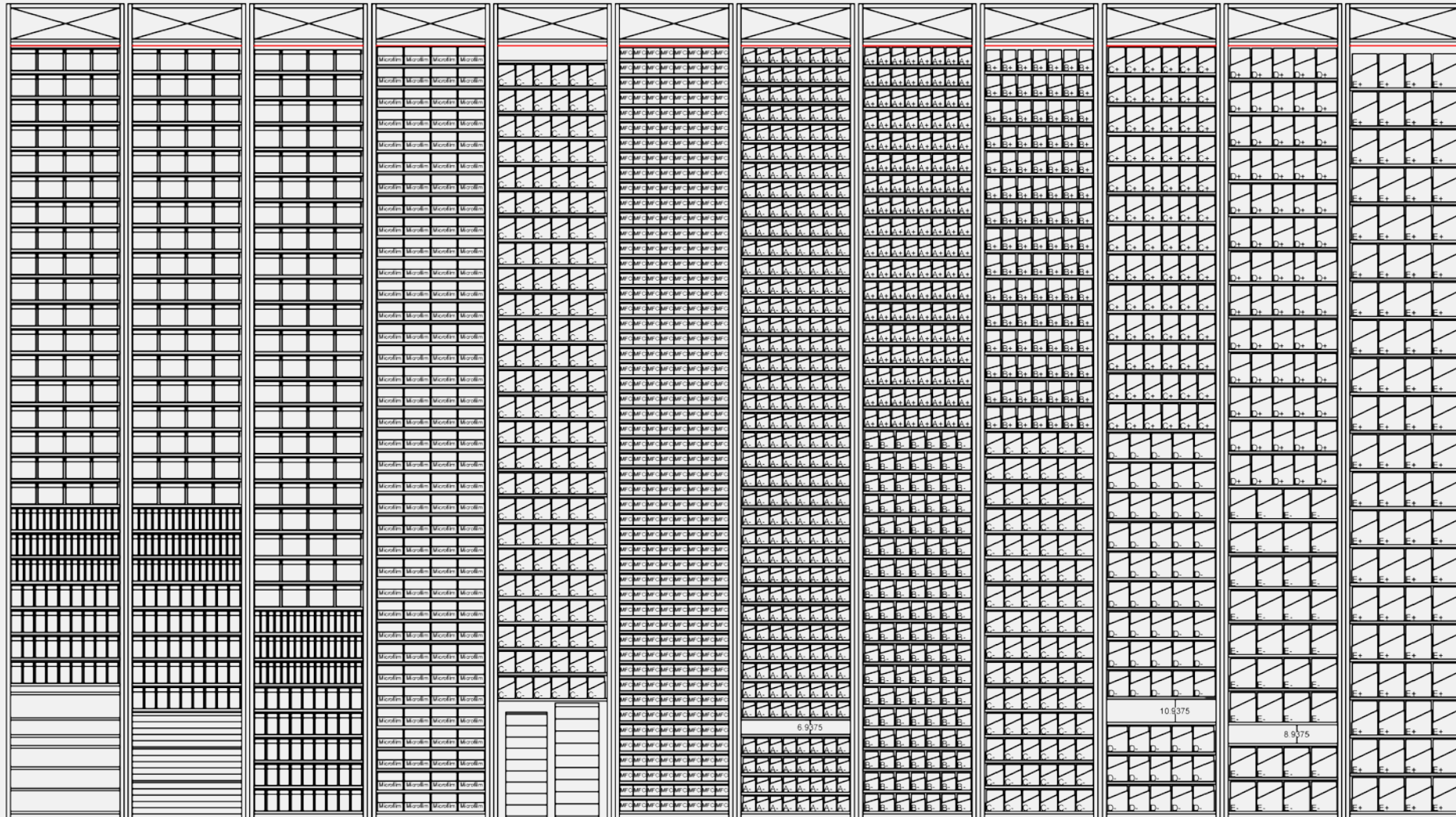
Size A-High / B-Low
36 Shelves
8 1/4" Clearance

Size B-High / C-Low
30 Shelves
10 1/4" Clearance

Size C-High / D-Low
25 Shelves
12 1/4" Clearance

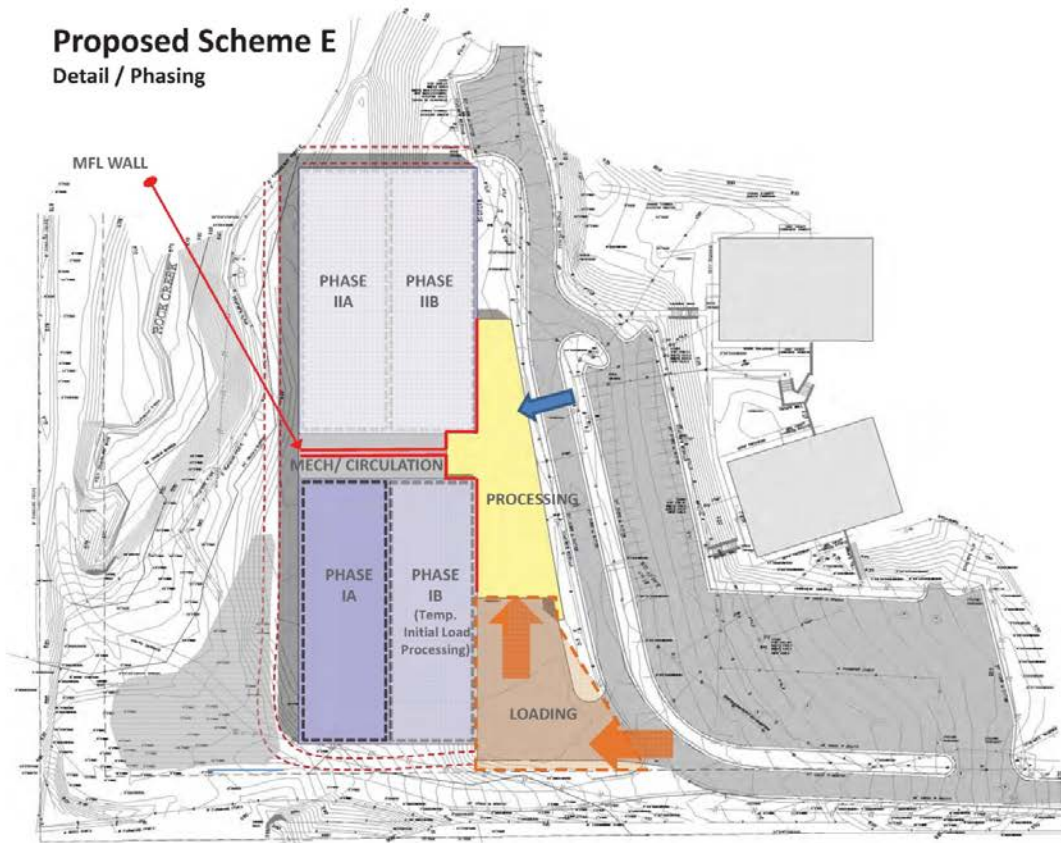
Size D-High / E-Low
22 Shelves
14 1/4" Clearance

Size E-High
20 Shelves
16 1/4" Clearance

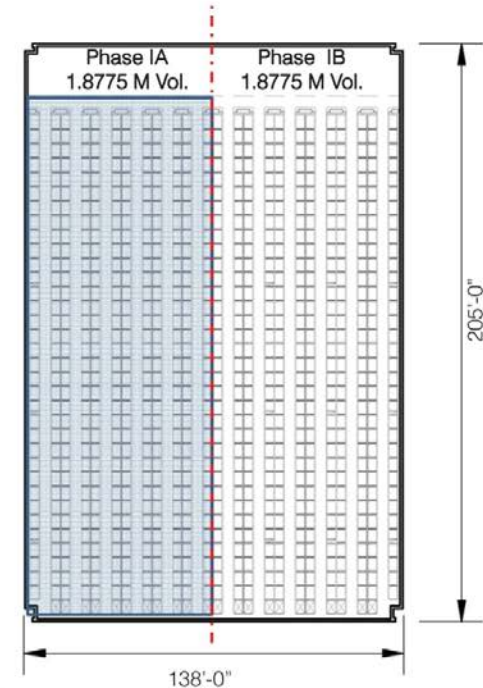


Proposed Scheme E

Detail / Phasing



12 Aisle Module, +/- 3,750,000 Volumes



25 November 2013

Emory University and Georgia Institute of Technology Library Service Center



Library Service Center

of Emory University and Georgia Tech

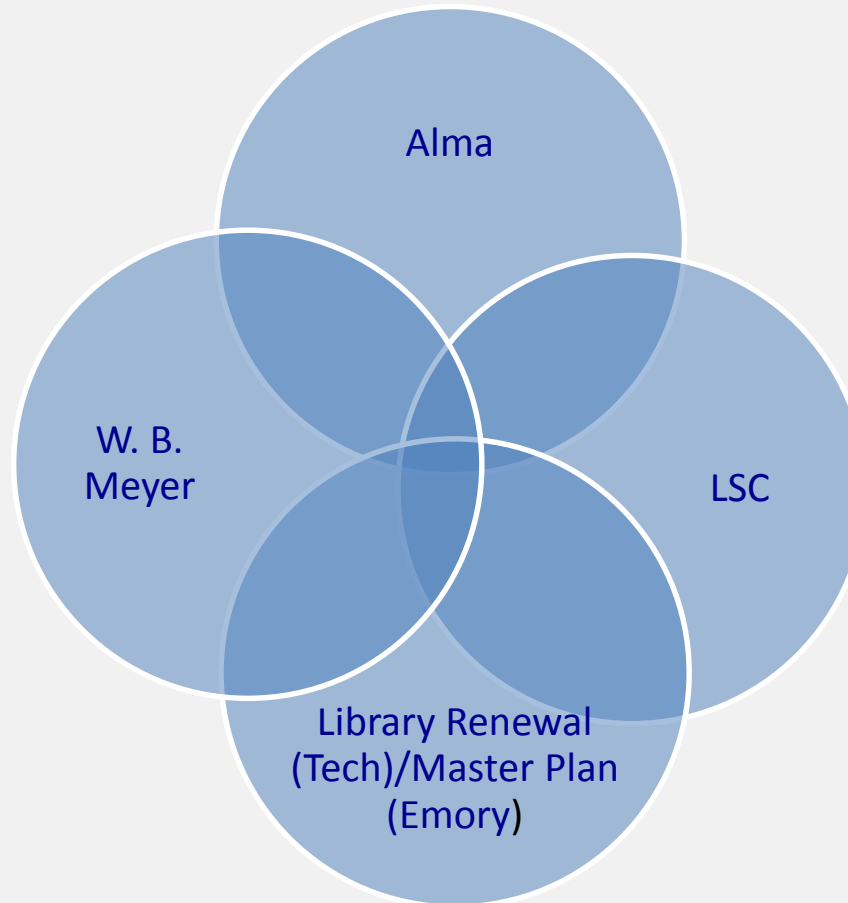


Project Challenges

- Creating policies
- Meetings, meetings, meetings
- Decisions
- Competing priorities
- Services Agreement
- LSC staffing



Project intersections – Emory & Georgia Tech



Move in Timeline

- Building Complete-
c.o.c. 11/5/2015
- Walk through end of
October
- Furniture/Move-in first
2 weeks of November
- IT testing 11/2-20
- Ingest begins mid-
December



Ingest Schedule

- Emory High Museum of Art ingest – December 2015
- GT rapid ingest – January 4, 2016
 - Ongoing ingest – through March 2016
- Emory storage rapid ingest – Spring 2016
- GT storage ingest – Summer 2016
- Ongoing ingest – Winter 2016

Operations

- Emory- facility on Emory campus
 - IT, Facilities, Security
- Georgia Tech
 - Human Resources

LSC Director – on hold till Spring, 2016

LSC Facilities Manager- posted

4 staff

Challenges – GT and Emory

- 95% GT Collection to LSC
- Maintain quality service
- New ILS
- ILS and ICS integration
- USG consortium relationship
- Communication
- Competing projects
- Multiple storage operations through 2016
- Shared collection and access

LSC: From plan to reality



Processing Floor



Library Service Center
of Emory University and Georgia Tech



Reading room



Break Room



Archive module



Future projects

- Prospective collections
- Future services & collaborations
- Possible new tenants
- Emory – ingest projects

Questions?



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Library Service Center

of Emory University and Georgia Tech

